

- 1.) CALL TO ORDER
- 2.) ADOPTION OF THE MINUTES DATED DECEMBER 4, 2015 AS ATTACHED
- 3.) DISCLOSURE OF PECUNIARY INTEREST
- 4.) MOTION TO MOVE IN-CAMERA

Subject	Section Pursuant to Municipal Act 2001, as amended
Personal matters about an identifiable individual, including municipal or local board employees	s. 239 (2)(b)

- 5.) MOTION TO MOVE BACK INTO REGULAR SESSION
- 6.) ADMINISTRATOR'S REPORT
- 7.) COMMUNICATIONS INFORMATION PACKAGE
- 8.) NEXT MEETING - June 3, 2016  
Huron Lodge Conference Room
- 9.) ADJOURNMENT

KKI

Windsor, Ontario December 4, 2015 .

A meeting of the **Committee of Management for Huron Lodge Long Term Care Home** is held this day commencing at 9:00 o'clock a.m. in the Huron Lodge Conference Room, there being present the following members:

Councillor Bill Marra, Chair  
Councillor Jo-Anne Gignac  
Councillor Ed Sleiman

**Also present are the following resource personnel:**

Alina Birbu, Executive Director of LTC Administrator Huron Lodge  
Jelena Payne, Community Development & Health Commissioner  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 9:02 o'clock a.m. and the Committee of Management considers the Agenda being Schedule "A" **attached** hereto; matters which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That the minutes of the Committee of Management for Huron Lodge of its meeting held September 11, 2015 **BE ADOPTED** as presented.  
Carried.

**3. DISCLOSURES OF PECUNIARY INTEREST**

None disclosed.

**4. MOTION TO MOVE IN-CAMERA**

Verbal Motion is presented by Councillor Gignac, seconded by Councillor Sleiman,  
- to move In Camera at 9:03 o'clock a.m. for discussion of the following items:

Item No.	Subject	Section Pursuant to Municipal Act 2001, as amended
4.1	Personal matter about an identifiable individual, including municipal or local board employees	s. 239(2)(b)

Motion Carried.

Discussion on the items of business.

S. MOTION TO MOVE BACK INTO REGULAR SESSION

Moved by Councillor Sleiman, seconded by Councillor Gignac, to move back into public session at 9:17 o'clock a.m.

Motions Carried.

**Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Committee of Management for Huron Lodge Long Term Care Home held December 4, 2015 at the next regular meeting.**

Moved by Councillor Sleiman, seconded by Councillor Gignac,  
That the verbal In Camera report relating to the personal matter about an identifiable individual, including municipal or local board employees **BE RECEIVED** and further, that Administration **BE AUTHORIZED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.

Carried.

6. ADMINISTRATOR'S REPORT

The Executive Director of LTC Administrator Huron Lodge provides the following updates relating to the Administrator's Report:

- Huron Lodge will complete the implementation of the Integrated Assessment Project (IAR) at Huron Lodge by the end of February 2016.
- The Ministry of Health and Long Term Care has not yet concluded the Resident Quality Inspection at Huron Lodge for the year 2015 as it is currently underway.
- Huron Lodge is continuing to work with local hospitals regarding the transfer of patients back and forth from Huron Lodge.
- A part-time Nurse Practitioner will commence working at Huron Lodge. As this position is funded by the hospital there is no cost to Huron Lodge. This position will assist in

providing information relating to the mitigation of risk when transferring patients and also palliative care.

Moved by Councillor Sleiman, seconded by Councillor Gignac,

That the report of the Administrator of Huron Lodge regarding an update on issues relating to resident care, the Ministry of Health and Long Term Care, the Local Health Integration Network (LHIN) and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information and to **BE APPROVED** for the period of September 1, 2015 to November 30, 2015.

Carried.

## 7. **COMMUNICATIONS INFORMATION PACKAGE**

In terms of Communication #5 - Nestle Health Science MedPass Nutrition Supplement Program, Councillor Gignac questions how the funding is allocated for the supplement program.

A. Sirbu responds the funding for the supplement program is derived from the dietary budget. She notes if there are too many residents requiring "tube feeding" new residents who require tube feeding may be refused admittance as it affects the Huron Lodge budget.

As it relates to Communication #2, MOHLTC Inspection Report, Councillor Sleiman asks if incident/complaints are provided to the MOHLTC, A. Sirbu responds she voluntarily sent "toxic".e-mails from a family member of a resident to the MOHLTC along with an action plan.

Moved by Councillor Sleiman, seconded by Councillor Gignac,

That the following communications **BE RECEIVED** for information:

1. LHIN - 2016-2019 Long Term Care Home Accountability Planning Submission
2. MOHLTC - Inspection Report - Public Copy - Critical Incident and Complaint
3. Canadian Institute of Health Information-Public Reporting of Huron Lodge Statistics
4. OANHSS Proposal on Continuums - March 2012 - OANHSS Recommendations to Reduce Long Term Care Wait Times and Support Safe Transitions - July 2015
5. NestleHealthScience - MedPass Nutrition Supplement Program
6. Windsor-Essex County Health Unit - Food Premises Inspection Report
7. Advocacy Centre for the Elderly- When Worlds Collide: Unravelling the issues when individuals living with dementia intersect with the Criminal Justice System
8. IRPP Study- Residential Long- Term Care for Canadian Seniors
9. Health Quality Ontario - Real-World Experiences

Carried.

**8. DATE OF NEXT MEETING**

The next meeting will be held on Friday, March 4, 2016 at 9:00 o'clock a.m. in the Board Room, Huron Lodge.

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 9:40 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

- 1.) CALL TO ORDER
- 2.) ADOPTION OF THE MINUTES DATED SEPTEMBER 11, 2015 AS ATTACHED
- 3.) DISCLOSURE OF PECUNIARY INTEREST
- 4.) MOTION TO MOVE IN-CAMERA

Subject	Section Pursuant to Municipal Act 2001, as amended
Personal . matters about an identifiable individual, including municipal or local board employees	s. 239 (2)(b)

- 5.) MOTION TO MOVE BACK INTO REGULAR SESSION
- 6.) ADMINISTRATOR'S REPORT
- 7.) COMMUNICATIONS INFORMATION PACKAGE
- 8.) NEXT MEETING - to be determined  
Huron Lodge Conference Room
- 9.) ADJOURNMENT.

THE CORPORATION OF THE CITY OF WINDSOR  
Huron Lodge

**MISSION STATEMENT:**

*"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"*

<b>COMMITTEE OF MANAGEMENT REPORT</b>	<b>Report Date: February 22, 2016</b>
<b>Author's Name: Alina Sirbu</b>	<b>Date to Committee: March 4, 2016</b>
Author's Phone: 519 253-6060 ext. 8253	
Author's E-mail: asirbu@city.windsor.on.ca	

TO: Huron Lodge Committee of Management

SUBJECT: Huron Lodge Long Term Care Home -  
Administrator's Report to the Committee of Management

1. **RECOMMENDATION:**

City Wide: 1\ Ward(s): \_\_\_

That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues relating to resident care, the Ministry of Health and Long Term Care, the Local Health Integration Network and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information and **APPROVED** for the period of December 1, 2015 to February 29, 2016.

2. **BACKGROUND:**

The Committee of Management report serves as the Administrator of Huron Lodge's updates and official record for the Committee of Management for the period of December 1, 2015 to February 29, 2016.

**In camera Report**

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

3. **DISCUSSION:**

**!Ministry of Health and Long-Term Care (MOHLTC-JI**

1. **Ministry initiated agreements**

a. *Participation in the Integrated Assessment Project (JAR) - Update*

Huron Lodge will complete the implementation of IAR at Huron Lodge with the target of end of February 2016. JAR is experiencing some technical challenges with the implementation.

*b. Long Term Care Home Accountability Planning Submission (LAPS) updates*

The L-SAA agreement which is the legal agreement between the LTCH and the LHIN is in process of being sent out to Huron Lodge and will be under review for response and implementation.

*c. Short Stay Respite Care Beds*

The approval for these beds will be included in the 2016 subsidy calculation worksheet to be provided by the Ministry of Health and Long-Term Care (MOHLTC) at a later date.

Acute care hospital has experienced extreme alternative level of care (ALC) pressures, and the need for long-stay beds in long-term care is growing, especially at high demand homes. As per the ESC Community Care Access Centre's (CCAC's) "LTC Wait Times: January 2016 Report", Huron Lodge currently has the third highest wait list for long-stay beds in Windsor/Essex and the Erie St. Clair region. The LHIN is planning to review respite beds utilization prior to the renewal of applications in the fall of 2016, and will determine their direction for respite services in LTC at that time. The ESC LHIN will commit to engaging us in their process and receive further feedback on a system-wide effort to increase the effectiveness of the services. RQI report attached as **Communication #1**

2. **Resident Quality Inspection -RQI 2015**

The Ministry of Health conducted the RQI at Huron Lodge for the year 2015 from November 30 to December 7. As a result two areas that need further improvement were identified: seat belt to be documented as no restraint since resident can undo; the second being in regards to communication between disciplines. This generated two (2) Written Notifications and two (2) Voluntary Plans of Correction notifications. Plans were put in place to rectify, procedures were updated and better equipment purchased. Reports attached as **Communication #2**

3. **Ministry of Health Visits /Public Reports**

Since the last Committee of Management Meeting, Huron Lodge was inspected on four different occasions. Two visits resulted in no findings. Two other visits generated one written notification each in regards to documentation. Public reports attached as **Communication #3**.

4. **Quality Improvement Plan and Mandatory Reporting stats**

A revised Quality Improvement Plan will be submitted by March 31, 2016. A copy will be provided to the committee during the next meeting. The Ministry of Health and Long Term Care has eliminated the worsening incontinence as a reportable indicator.



## **Commission on Accreditation of Rehabilitation Facilities (CARF) Accreditation!**

Huron Lodge is working towards the implementation of all conformity items as outlined through the quality implement plan submitted to CARF.

## **Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS)**

Huron Lodge continues to support OANHSS in its goals and objectives of improving services to the non-profit sector of Long Term Care. (Attached as **Communication #4**)

## **Local Health Integration Network- Erie-St. Clair LHIN**

LHIN's Ron Sheppard continues to work with Huron Lodge to align initiatives and programs such as IAR and Short Respite Care Bed program.

## **Huron Lodge specific project**

**Integrated Attendance at Work Program** - This program is now well underway with the third quarter follow up as of December, 2015. Improvements are noted while we continue to work in conjunction with the Disability Manager and support from other corporate departments.

**Policy Manager Software** - We are working with the IT department and the internal team to define all details and steps of the process. The roll out date is scheduled for January 2016; live on March 1, 2016. All Huron Lodge procedures are now in the repository and the reviews and updates are completed electronically.

## **E-MARS Solutions**

As a new process aligned with the expectations under CARF and MOH, Huron Lodge is exploring available avenues for implementation of an Electronic Medication Administration Module as well as the replacement of an integrated new clinical module that is compatible with the E-Mars in collaboration with Purchasing and IT departments.

## **MedPass Nutrition Supplement Program**

Huron Lodge has successfully rolled out MedPass Nutrition Supplement project to all of our units. This supplement is considered a resident friendly approach to managing weight loss and malnutrition.

## **Other Business**

### **1. Windsor-Essex County Health Unit**

One Food Premises Inspections was carried out by the Windsor-Essex County Health Unit in this quarter on January 7, 2016 with no findings of non-compliance. (Attached as **Communication #5**)

### **2. Community Involvement and Special Projects**

#### ***a. Palliative Executive Council***

The Administrator of Huron Lodge is representing the Long Term Care Sector as part of the continuum of care while on the Palliative Executive Council of Windsor Essex as well as Windsor

Essex Hospice Palliative Care Committee. Huron Lodge is aligned with best practices within the sector and across the continuum of care. Our home will be part of a pilot project for building capacity in long term care in relation to palliative and end of life care. In the first quarter of 2016 hospice professionals will provide education to families, PSW's and registered staff in an concerted effort to use best practices at bed side.

b. **LTC/Hospital Initiatives**

**Psychiatric/general admissions/discharges for LTC clients** - system improvement-this project was initiated by Huron Lodge with support and representation from the LHIN (Local Health Integrated Network) and BSO (Behavioral Supports Ontario). The project is intended to facilitate better flow of clients to and from the hospital while more timely and accurate information is used by all partners in care. The roll out date for the new forms and transition process was postponed until Leamington Hospital can join in. Further strategy development with the LHIN to occur prior to the next Facility Operators Group meeting.

c. **ALC Performance Management Working Group Meeting -**

Huron Lodge Administrator is part of this working group composed of hospital representatives, CCAC, LHIN, Community Services groups. This group is working towards a better placement of residents within the continuum of care.

d. **Research study: Audit and Feedback Dashboard for Community and LTCH sectors**

Huron Lodge was selected as the only one LTCH to participate in this funded research program. The funding is being provided through the Ministry of Health and Long Term Care, Primary Care Network, Applied Health Research Question process. The research will explore how the tool could be of use across the LTCH sector, what aspects are to be found useful or not useful. Huron Lodge has been identified as a potential catalyst agency and early adopter of this system. To advance new knowledge in this field, this study will be focused on residence-based and community care for frail elderly. The first stage of this study will be to conduct interviews with our staff in early December for data collection.

### 3. **Financial**

a. **Special MOH funding**

No updates at this time

b. **Budget**

In February of this year the MOHLTC and the Erie St. Clair LHIN notified the department that our adjusted CMI allocation for the 2016-17 funding year will decrease and our Nursing and Personal Care per diem will increase only slightly. Provided no additional funding changes are announced, Huron Lodge expects a budget shortfall in the subsidy category of approximately {\$84,000} at December 31, 2016.

For background information:

The CMI is used to calculate the nursing and personal care per diem amount funded to Long Term Care Homes using Resource Utilization Groups (RUGS). Each resident is clinically evaluated (through RAI MDS -Resident Assessment Instrument) and given a rating using RUGS guidelines set by the MOHLTC. RUGS categorizes residents based on their various levels of acuity and needs and assigns them a RUGS score. Some residents who require more care and resources would be given a higher RUGS score and categorized in a higher resource utilization

group. In essence, the higher level of care required for a resident, the higher the RUGS score which translates into higher CMI and increased funding in the following MOHLTC funding year. Conversely, if the RUGS and correlating CMI decrease the funding also decreases. It should be noted that the level of funding can also change due to the overall provincial funding availability.

**c. Fundraising**

No fundraising since last meeting.

The report is respectfully submitted for your information,

**Alina Sirbu**  
**Executive Director of Long Term**  
**Care/Administrator Huron Lodge**

**Jelena Payne** \_\_\_\_\_  
**Community Development and Health**  
**Commissioner and Corporate Leader Social**  
**Development, Health, Recreation and**  
**Culture**

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